

Middle School Academic Retention Program

Late Paper Deductions-

Any student, who has a late paper, receives a standard **20% deduction** from the final grade. This paper must be turned in within a week's time period from the original due date/ completion of the unit.

Any paper not turned in after the initial week/ completion of the unit, will be deducted another 20% or a **40% deduction total** from the final grade.

Academic Retention Time Procedures-

Any student failing to turn in a paper at the designated point/ time during the class period is considered having a Late Paper. Papers forgotten in the locker are still considered late.

*Exception, a student may take a tardy to retrieve a paper from his/ her locker.

This is up to the teacher whether or not a student can accept the tardy to get the paper from the locker. The teacher must monitor the number of tardies a student receives in a quarter and hand out the necessary consequences as listed in the Student Handbook.

A student who fails to turn in a paper on time must stay that day after school in Academic Retention Time from **3:20-3:45** with that teacher **Monday- Thursday**. If a late paper occurs on Friday, that student will stay the following Monday during Academic Retention Time. If a parent feels there is an unavoidable commitment such as a dentist app't., doctor app't., etc. can contact Mr. Harman to line up other arrangements for the Academic Retention Time.

Any student who will attend Academic Retention Time will call his or her parents/ guardians in order to inform them that the student will be staying in school until 3:45. Leaving a message is unacceptable; students must communicate what is occurring that day after school. Teachers must also reinforce that each student has communicated with a parent/ guardian at the beginning of Academic Retention Time.

If a teacher is unable to stay that night, *alternative arrangements* must be established such as Academic Retention Time with another staff member such as a fellow teacher/ principal. That student must see follow through from the entire staff. Every staff member must be willing to help each other out.

Any student failing/ refusing to partake in the Academic Retention Time will result in a **Saturday School Detention** from 8:00- 12:00 as determined appropriate by the Administration.

Repeat Offenders- Repeat Offenders- Any student who accrues 3 or more late papers during one regular school week will also attend Saturday School Detention from 8:00-12:00 at the school as determined appropriate by the Administration.